

**CTWG CIVIL AIR PATROL  
STAFF MEETING MINUTES  
21 AUGUST 2002**

The meeting was called to order by LTC Palmer at 1930 hrs.  
Pledge of Allegiance was recited and a blessing given.

Roll Call by LTC PALMER:

Attendance:

CTWG COMMANDER  
ADMINISTRATIVE ASST.  
VICE COMMANDER  
CHIEF OF STAFF, COMMUNICATIONS  
ASSISTANT/RAPID RESP  
AF/CAP CTWG LNCO  
MA/RI/CT LO  
USAFR (IMA)  
USAFR (WRC)  
CTWG AFEPL  
USAF (RANCO)  
DIRECTOR OF CADET PROGRAMS  
DIRECTOR OF COMMUNICATIONS  
DIRECTOR OF INFOR. MGMT/PROFESSIONAL  
DEVELOPMENT/COMM ASST.  
INFORMATION MGMT OFFICER  
INSPECTOR GENERAL  
LEGAL OFFICER  
DIRECTOR OF SAFETY  
DIRECTOR OF OPERATIONS/ PLANS & PROG  
EMERGENCY SERVICES OFFICER  
GROUND OPERATIONS COORDINATOR  
STAN/EVAL OFFICER & SAFETY ASSISTANT  
DIRECTOR OF PERSONNEL & ADMIN., DDR  
INTERNAL AEROSPACE OFFICER  
SUPPLY/TRANSPORTATION/REAL EST.OFF.  
AIRCRAFT MAINTENANCE OFFICER  
HISTORIAN  
OPERATIONS TRAINING OFFICER  
EMERGENCY SERVICES ASSISTANT  
CTWG RAO (ADY)/USAFR  
LICENSING OFFICER  
CTWG RANCO/USAFR  
EXTERNAL AEROSPACE EDUC.  
OPERATIONS ASSISTANT  
DIRECTOR OF MUSIC

COL PAYNE  
MS. TEDFORD  
MAJ OSBORN (EX)  
LTC PALMER

MSGT LARA, SR  
LTC ISABELLE (NP)  
MAJ CASSELLA  
MAJ FURR (NP)  
LTC OLMSTED (NP)  
TSGT AUSTIN (NP)  
MAJ MARTEKA  
MAJ VALLEAU

MAJ WROBEL (NP)  
CAPT SCHINITIS  
LTC MCDONOUGH (NP)  
CAPT STEADMAN (NP)  
LTC ROGERS  
MAJ L. SCHINDLER  
MAJ CARROLL  
1LT SLEDGE  
MAJ HOLLIS  
MAJ S. SCHINDLER  
1LT SCHINDLER (NP)  
LTC BRIGNOLA (NP)  
CAPT WRIGHT (NP)  
LTC HORNER  
CAPT SHAPIRO  
CAPT FLETCHER  
1LT NELSON (NP)  
1LT KELLING  
SMSGT MORIN (NP)  
CAPT OESTREICHER (EX)  
2LT GILLETTE  
CAPT LAROSA (NP)

(NP) – Not Present (REP) – Representative (EX) – Excused



**COL PAYNE:**

- Congratulations to Maj. Valleau for being named one of two best Communications Directors in the nation.
- No Stratops or Sarcomp will take place this year. An assignment will be given to Wing Aircrews en route to the NER Conference instead.
- SAFETY! SAFETY! SAFETY!
- General Bowling wants to keep the Aircraft and Vehicles fuel at least ¼ full at all times. Also we must keep an eye on the tire pressure. We will have a routine checklist for all tires on vehicles and a gauge will be in all vehicles.
- Flight Log Books will be re-done. Cindy will work on these.
- National Boards; worked on (17) Regulations. Once these are re-written, each Wing Commander and Squadron Commander will get a hard copy.
- National Boards; CT Wing received the First Place - Turner Safety Award in the Nation.

**LTCOL PALMER:**

- NER Conference is 13/15 September – call for a hotel reservation by 23 August, for the special rate. Deadline for the conference and banquet is 10 September.

**MAJ CASSELLA:**

- On safety; we should have another Safety Day, because you can never be too safe.

**MSGT LARA:**

- Make sure we are careful with FRO's, must be well trained, and we need more training.
- New CAP Subordinate Unit Guide is out.
- 23 Aug. – Training will start through the end of the month.
- September Training – we need to spend money from training funds.
- BE SAFE IN AIR AND ON THE GROUND!

**CAPT SAGENDORF:**

- If anyone is interested in a service for Wednesday, 11 September, please feel free to contact Capt. Sagendorf.

**MAJ VALLEAU:**

- OEM Budget will be in soon.
- Mohawk and Brooklyn repeaters are unlinked right now; problem will be taken care of this Friday or Saturday.
- Attended the National Boards in Philadelphia.
- Over the last 2 months have visited squadrons. Communications is in trouble in Connecticut. (4) squadrons do not have Communication Officers.
- First week of October we are holding a Communications Exercise.
- Sometime in November we will hold a Communications Class at CT Wing.
- CT Wing Family Radio Service Policy is posted on the website.
- National Boards Communications Regulations are being re-written.
- LtCol. Brignola and Maj. Valleau are working on the CT Wing inventory.



**MAJ MARTEKA:**

- CAC Meeting 2 weeks ago had a small attendance (due to vacations in August).
- Last week had a meeting with the Cadet Ball Committee.
- DDR information is in tonight.

**LTCOL ROGERS:**

- Attended the Safety Seminar at National Boards.
- Drive and Fly Safe.

**CAPT SHAPIRO:**

- 22 Aug., tentative schedule for training 2003 will be coming out via e-mail. Exercises will be approximately about every 6 weeks.
- 23 Aug., Exercise that will be running through the end of the month. On Tuesday, Manchester Squadron will be participating.
- Sunday, 25 Aug. – Preview Scanners/Observers New Curriculum.
- Sunday, 25 Aug. – from 10:00am – 4:00pm; Mission Personnel Training Course.
- Wednesday, 28 Aug. – from 7:30pm – 9:00pm; Slow Scan – Hands on Course – this is open to all interested.

**MAJ CARROLL:**

- New MS Program is on the Internet.
- During any training exercises, remember your 101T Cards. You need to have these. The issuing of 101T cards are on hold until the printer is available.
- All forms for Pilot Certification are now on the Website. FRO's will start the CAP Form 99 on the Website.
- 1Lt. Gillette has started a database for the CT Wing Web Page - so we can pull up exactly the information we are looking for.
- Passed the OTE – we need to work on incident command posts.

**CAPT HOLLIS:**

- Would like agendas for Safety Down Day, Night Flying and New Mission Pilot Training.

**MAJ L. SCHINDLER:**

- CT Wing Conference is going good for next year.
- 5 members and 3 airplanes have been lost in the last 2 months. We need to look into these issues.
- Changes in Regulation 60-1 are coming.

With nothing further to come before the meeting, it was adjourned at 2052 hrs.

Respectfully submitted,

//signed//

Cindy Tedford  
Administrative Assistant

Cc: CTWG Staff & Squadrons